

January 25, 2010

Mr. Mark Bollinger
Acting Site Manager
Fermi Site Office
U. S. Department of Energy
P. O. Box 2000
Batavia, Illinois 60510

Dear Mr. Bollinger,

SUBJECT: FERMI SITE OFFICE ON ENVIRONMENTALLY PREFERABLE PURCHASING

Reference: Environmental Preferable Purchasing Assessment Report, October 16, 2009

As part of the Operational Oversight Program and Integrated Assessment Schedule, the Department of Energy (DOE), Fermi Site Office (FSO), initiated an assessment of Environmentally Preferable Purchasing (EPP) at Fermilab. Mr. Joe DiMatteo of the DOE Chicago Office performed the assessment on September 23-25, 2009.

Mr. DiMatteo noted three Level 3 findings in his final report. This response is intended to describe Fermilab's plans to address the three findings from Mr. DiMatteo's report. The findings are:

- **Identification of EPP Products & Activities** Fermilab needs to evaluate and identify from the PPR&RS EPP Lists the products and categories that specifically apply to the EPP products that Fermilab procures.
- **Clearly Assigned EPP Roles & Responsibilities** Fermilab needs to assign and document clear roles and responsibilities for various EPP functions and to ensure that the appropriate EPP training has been given to personnel commensurate with their function.
- **EMP for EPP Study** Fermilab needs to complete the EMP related to the study of the EPP Program and to ensure that all of its recommendations are implemented.

---RESPONSE---

Identification of EPP Products & Activities

Fermilab intends to use the list compiled by the Office of the Federal Environmental Executive as the "master" list of preferred products. The list can be found here:

http://www.fedcenter.gov/Documents/index.cfm?id=11767&pge_prg_id=20257.

Clearly Assigned EPP Roles & Responsibilities

An ad hoc group of the Environmental Protection Subcommittee has been formed to address EPP implementation improvements at Fermilab. Members from major acquiring organizations were selected to participate because of their familiarity with purchasing practices in their organizations. In addition,

two representatives from Business Services' Procurement Office are participating in the ad hoc group. The group members are as follows:

- Accelerator Division – Sylvia Wilson, Environmental Protection Group
- Business Services - Greg Mitchell, Environmental Officer
- Business Services – TBD – Area experts as needed, Procurement Office
- Computing Division - Amy Pavnica, Environmental Officer
- ES&H Section – Katie Kosirog, Amber Larson, Environmental Protection Group
- Facilities Engineering Support Section – Rod Walton, Environmental Officer
- Particle Physics Division – Rob Bushek, Environmental Officer
- Technical Division – Bridget Scerini, Environmental Officer

The ad hoc group held a kickoff meeting on 1/20/2010. The group will better define the EPP Policy for Fermilab by modifying Director's Policy Number 3, Environment, Safety and Health. They will work toward educating the Fermilab population on EPP practices. The ad hoc group will work to inform employees of proper EPP practices because every employee is responsible for purchasing environmentally preferred products.

The Procurement Office of Business Services Section will develop relationships with vendors to improve the availability of EPP products for Fermilab.

Throughout the development and implementation process, the ad hoc group will have the ability to further define roles and responsibilities, as well as improve environmentally preferred purchasing methods and accountability. It is the group's intention to define these responsibilities and methods within the Fermilab Environment, Safety and Health Manual.

EMP for EPP Study

The ad hoc group discussed above, will either update the EMP 2009008 Action Plan and establish new milestone dates or close the EMP and write a new one for EPP implementation. Either way, the EMP will be the tool used to track the progress of the ad hoc group's implementation of EPP.

---CONCLUSION---

The EP Subcommittee is committed to improving Environmentally Preferable Purchasing at Fermilab in order to comply with applicable Executive Orders in addition to supporting Fermilab's Integrated ES&H Management System.

Sincerely,



Bruce L. Chrisman
Chief Operating Officer

cc:	S. Arnold, w/o encl.	D. Carlson, w/o encl.
	J. DiMatteo, DOE-CH, w/o encl.	N. Grossman, w/o encl.
	Y.-K. Kim, w/o encl.	E. Mieland, w/o encl.
	P. Oddone, w/o encl.	J. Scott, w/o encl.